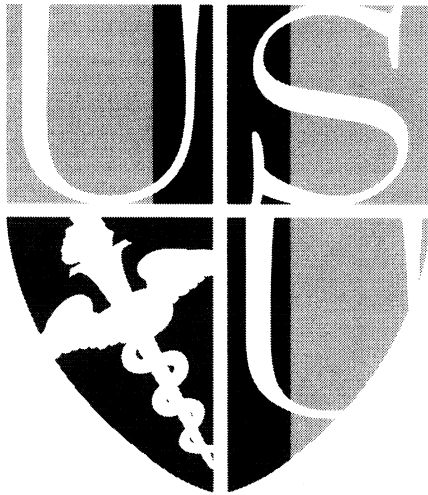


**USUHS  
INSTRUCTION  
5211**





# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Key Control Procedures for the Uniformed Services University of the Health Sciences

### Instruction 5211

MAR 24 1999

(SEC)

#### ABSTRACT

This Instruction promulgates key control requirements for the Uniformed Services University of the Health Sciences (USUHS).

**A. Reissuance and Purpose.** This Instruction cancels USUHS-P 5211<sup>a</sup> and serves to establish policies and procedures concerning the key control program for the USUHS.

**B. Reference.** *See Enclosure 1.*

**C. Applicability.** This Instruction applies to all students and employees, both military and civilian, at the USUHS complex.

**D. Policy.** It is USUHS policy that all door/room access keys be issued and controlled at the Department/Activity level by the Key Custodian and that the employee receiving the key is responsible for its use and safekeeping.

**E. Responsibilities.**

1. The Vice President, Administration and Management shall ensure that a key control program is established and operational. The enforcement of this program will be delegated to the Security Officer, USUHS, to act as the Key Control Officer.

2. The Key Control Officer, USUHS, shall be directly responsible for the USUHS key control program and all security-related key and lock control functions.

3. Department Chairs/Activity Heads shall:

a. Appoint a Key Custodian and an alternate in writing. A copy of the appointment letter will be submitted to the Key Control Officer, USUHS;

b. Establish department/activity key control procedures in accordance with this Instruction;

c. Ensure that key authorization is terminated upon changes of status of the individual (e.g., transfer, termination, separation);

d. Report immediately to the Key Control Officer, USUHS, loss or suspected loss of keys or other compromise of keys/locks, which would possibly allow unauthorized access to a laboratory/office. Immediate action should be taken by departments/activities;

e. Ensure keys are inventoried with each change of a Key Custodian; and  
f. Ensure that all inventory sheets are held for a period of three years.

4. Key Custodians shall:

a. Maintain responsibility for all matters involving internal issuance/turn-in of keys for offices/laboratories within their department/activity areas;

b. Maintain accurate records of issued/returned keys; and

c. Follow procedures as outlined in this Instruction.

5. Alternate Key Custodians shall assist the primary Key Custodian as required.

6. The Facilities Department shall:

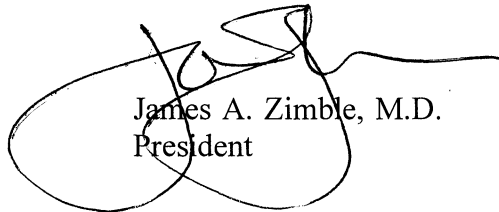
a. Provide locksmith services upon written request on USUHS Form 5335, see *Enclosure 2*, from the Key Custodian, as approved by the Key Control Officer, USUHS;

b. Replace damaged and/or unserviceable keys. Lost or damaged keys for restricted areas will be replaced only after written approval of the Key Control Officer, USUHS, following the completion of an incident report;

c. Maintain the central key room. Duplicate keys, key blanks, and key making equipment will be stored in the central key room. Access will be strictly controlled and the space must be secured when not in use; and

d. Repair and maintain security containers, access control devices, and locks.

**F. Procedures.** See *Enclosure 3*.



James A. Zimble, M.D.  
President

Enclosures:

1. Reference
2. USUHS Form 5335
3. Procedures

**REFERENCE**

- (a) USUHS-P 5211, "Issuance of Keys for USUHS Personnel," dated May 17, 1989 (hereby canceled)



<b>USUHS SERVICE/WORK REQUEST</b>			
TO: SERVICING ACTIVITY/DEPARTMENT		DATE OF REQUEST	DATE REQUIRED
FROM: ACTIVITY/DEPARTMENT		ROOM NO.	TELEPHONE NO.
<b>THE FOLLOWING SERVICE/WORK REQUESTED:</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <p><u>FACILITIES</u></p> <p><input type="checkbox"/> KEYS</p> <p><input type="checkbox"/> CONSTRUCTION</p> <p><input type="checkbox"/> _____</p> </div> <div style="width: 30%;"> <p><u>ADMIN. SUPPORT</u></p> <p><input type="checkbox"/> PRINTING</p> <p><input type="checkbox"/> PUBLICATIONS</p> <p><input type="checkbox"/> INSTRUCTIONS</p> <p><input type="checkbox"/> ENGRAVING</p> <p><input type="checkbox"/> FORMS</p> <p><input type="checkbox"/> _____</p> </div> <div style="width: 35%;"> <p><u>LOGISTICS</u></p> <p><input type="checkbox"/> LINEN</p> <p><input type="checkbox"/> OUTSIDE DELIVERY</p> <p><input type="checkbox"/> TABLES/CHAIRS</p> <p><input type="checkbox"/> RELOCATION</p> <p><input type="checkbox"/> FURNITURE ASSEMBLY (NEW)</p> <p><input type="checkbox"/> SYSTEMS FURNITURE RENOVATION</p> <p><input type="checkbox"/> _____</p> </div> </div>			
DESCRIBE IN DETAIL THE SERVICE/WORK TO BE PERFORMED. (Attach additional information as necessary.)			
JUSTIFICATION (Use reverse side, if necessary.)			
PRINT/TYPE NAME OF REQUESTING OFFICIAL		PRINT/TYPE NAME OF DEPARTMENT CHAIR/ACTIVITY HEAD	
SIGNATURE OF REQUESTING OFFICIAL		SIGNATURE OF DEPARTMENT CHAIR/ACTIVITY HEAD	
<b>SERVICE ACTIVITY USE ONLY</b>			
<b>ACTION</b>  <input type="checkbox"/> APPROVED  <input type="checkbox"/> DISAPPROVED (See Remarks)		<b>ESTIMATED COSTS</b>  <b>ESTIMATED/COMPLETION DATE</b>	
<input type="checkbox"/> RETURNED FOR: <div style="margin-left: 20px;"> <input type="checkbox"/> SIGNATURE OF DEPARTMENT  <input type="checkbox"/> INSUFFICIENT FUNDS  <input type="checkbox"/> ADDITIONAL INFORMATION  <input type="checkbox"/> NOT AUTHORIZED  <input type="checkbox"/> UNBUDGETED ITEM         </div>		<b>REMARKS</b>   <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"><b>SIGNATURE</b></div> <div style="width: 35%;"><b>DATE</b></div> </div>	



## PROCEDURES

### A. KEYS

Issuance, maintenance, and accountability of keys is the internal responsibility of the department/activity head and the Key Custodian(s). The issuance of keys should be held to the absolute minimum consistent with operational requirements. Positive control, accountability, and protective storage are required for keys. Keys issued to individuals by the Key Custodian shall be accounted for and turned in upon termination or transfer of employment. Key duplication compromises the integrity of a facility and is prohibited by persons other than USUHS locksmiths.

### B. INDIVIDUAL KEY CUSTODY

Keys shall not be passed from one person to another. Keys assigned to individuals on a continuing basis shall not, ordinarily, leave the personal custody of those individuals. Individuals shall acknowledge receipt of keys by signature on the required forms.

### C. CRITERIA FOR ISSUING KEYS

Keys must be issued only to those persons with a need. Requests are submitted by the Key Custodian and approved by the Department/Activity head. Convenience or status is not a sufficient criteria for issue of a key. Issuance of master keys will be strictly controlled and no more than two master keys will be issued per Department/Activity.

### D. KEY CONTROL DUTIES

USUHS key control personnel shall perform the following when performing key control duties:

1. Key Control Officer, USUHS shall maintain overall responsibility and control for issuance of keys within the USUHS community. Responsibilities include the following:

- a. ensure that Key Custodians receive appropriate training to perform their duties,
- b. develop and maintain a comprehensive key and lock control program,
- c. conduct yearly audits of Department/Activity key control procedures,
- d. control/monitor security-related keys and locks that would give direct or secluded access to pilferable or sensitive material or property,
- e. reconcile key and lock records with the inventories forwarded by the Departments/Activities,
- f. ensure that inventories are being conducted by all Departments/Activities,
- g. advise the Vice President, Administration and Management and all Key Custodians on all matters relating to key control program changes,
- h. ensure that proper investigations are conducted into the loss, theft, or system abuse of the key control program,



### Enclosure 3

- i. provide administrative supervision over the security of the key control program,
- j. approve/disapprove all requests for keys by Key Custodians, and
- k. provide forms and directions for administering the key control program;

2. Key Custodians shall:

- a. maintain a responsibility for the control of keys internally within the Department/Activity. Though Key Custodians are assigned to maintain internal control of keys, they are not ultimately responsible for the possession or use of keys. This is the responsibility of the individual with physical possession of any USUHS keys,
- b. be in charge of the issuance of keys to newly assigned personnel and to take control of keys from departing personnel, since individuals within the Departments/Activities are aware of incoming and departing personnel well before other departments/activities within the USUHS,
- c. store and maintain inventories of any excess keys in the possession of their respective Departments/Activities. Key Custodians sign for all keys on key cards provided by the Key Control Officer, USUHS. These cards will have a total number of keys issued to the Department/Activity. The cards are then maintained by the Key Control Officer, USUHS. Excess keys may be issued to personnel in need of keys and deemed as a necessary requirement, by the Key Custodian,

d. when issuing keys internally, the Key Custodian will fill out USUHS Form 5211, which lists the key number, room number, the date the specific key was issued and a signature of the individual the key is being issued to. Form 5211 is then used as an inventory item, maintained by the Key Custodian, for location of a specific key, and

e. on occasions when it is necessary to request a key be made by Facilities (FAC), the Key Custodian will fill out USUHS Form 5335 and forward to FAC. FAC will review each request, assign an identification number, and forward to USUHS Security for approval by the Key Control Officer, USUHS; and

3. The Key Control Officer, USUHS shall review the request and perform one of the following:

a. if approved, requests will be processed for cutting of keys, at which time FAC will notify the Key Control Officer, USUHS, who will pick up the key(s) and deliver them to the requesting Department/Activity for signature by the Key Custodian. The Key Custodian will then issue the key internally as necessary, or

b. if disapproved, requests will be returned to the requesting Department/Activity with a written basis for the disapproval. The Key Control Officer, USUHS, will notify FAC of the disapproved request.

Attachment:  
USUHS Form 5211

KEY CONTROL LOG \_\_\_\_\_  
(Department)

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Key#: \_\_\_\_\_

Room#: \_\_\_\_\_

Issued On: \_\_\_\_\_

Signature: \_\_\_\_\_

Returned On: \_\_\_\_\_

Signature: \_\_\_\_\_

Key#: \_\_\_\_\_

Room#: \_\_\_\_\_

Issued On: \_\_\_\_\_

Signature: \_\_\_\_\_

Returned On: \_\_\_\_\_

Signature: \_\_\_\_\_

Key#: \_\_\_\_\_

Room#: \_\_\_\_\_

Issued On: \_\_\_\_\_

Signature: \_\_\_\_\_

Returned On: \_\_\_\_\_

Signature: \_\_\_\_\_

Key#: \_\_\_\_\_

Room#: \_\_\_\_\_

Issued On: \_\_\_\_\_

Signature: \_\_\_\_\_

Returned On: \_\_\_\_\_

Signature: \_\_\_\_\_

Key#: \_\_\_\_\_

Room#: \_\_\_\_\_

Issued On: \_\_\_\_\_

Signature: \_\_\_\_\_

Returned On: \_\_\_\_\_

Signature: \_\_\_\_\_

Key#: \_\_\_\_\_

Room#: \_\_\_\_\_

Issued On: \_\_\_\_\_

Signature: \_\_\_\_\_

Returned On: \_\_\_\_\_

Signature: \_\_\_\_\_

By my signature, I hereby certify that I assume custody of the key(s) assigned to me. I fully understand my personal responsibilities to ensure the safekeeping of such keys and agree to return such key(s) in the event of my departure from the department.